

# **ASSOCIATE PLANNER**

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Class Code – E211

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## **GENERAL DESCRIPTION OF THE DUTIES**

The Associate Planner is the journey-level class in a series of three classes responsible for current and long-range planning for the city. Associate Planners are assigned a wide range of planning duties in the investigation, analysis, and development of reports and recommendations pertaining to zoning and land use planning. Assignments for Associate Planners are distinguished from the Assistant Planner position, which is a training classification; and differs from the Senior Planner and Principal Planner positions, which have responsibility for directing the work of others, responsibility for broad topic areas, and the application of specialty skills.

## **SUPERVISION RECEIVED**

Works under the supervision of the Planning Director.

## **SUPERVISORY RESPONSIBILITIES**

Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Explains policies, procedures and regulations to members of the general public, contractors, architects, and others interested in land development.
2. Checks zoning regulations applicable to a particular property and communicates this information to requestors.
3. Indexes, files, updates, researches, and compiles data from Planning Department and other City records.
4. Prepares reports, including graphics, to describe projects or activities and makes recommendations for public action.
5. Processes land use requests and checks site plans for compliance with zoning and subdivision regulations.
6. Assists the Director and other senior level staff in preparing and making presentations before committees, citizen groups and the City Council.
7. Serves as technical staff to the Planning Commission, Historic Landmarks Committee, and Landscape Review Committee.
8. Determines whether development projects meet the clear and objective standards of the City's code.
9. Writes and administers grants awarded to the City, including the tracking of expenditures and reporting progress.
10. Follows all safety rules and procedures established for work areas.

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## OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

## KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge

- Knowledge of data gathering and research techniques;
- Knowledge and ability to use more advanced math tools, such as geometry and statistics;
- Knowledge of the design and distribution of questionnaires and other citizen survey tools used in the planning process;
- Knowledge of the theory and methods of formulating land use and other policies;
- Knowledge of the methods used for citizen involvement in planning projects;
- Knowledge of planning applications for land use theory, urban design, economics, municipal finance, land use law, environmental design, resource development, and ecology; and
- Knowledge of computer applications for word processing, desk top publishing, creation of spread sheets and computer-generated mapping and business graphics.

### Skills

- Skill to analyze data gathered and to prepare reports and recommendations;
- Skill to clearly present information in oral, written, graphic or other form;
- Skill in public speaking for making reports and informational presentations about planning and community development activities to citizen, business, and other interest groups;
- Skill in clearly expressing policies, regulations, and procedures orally and in writing;
- Skill in identifying regulatory actions such as the creation of zoning code provisions or changes in the zoning map that implement the City's land use and other policies; and
- Skill in the design of documents to provide information to the public and/or to involve the public in planning issues.

### Abilities

- Ability to establish and maintain effective working relationships with citizen groups, environmental organizations, and trade associations;
- Ability to work with organizations to facilitate their development of positions on planning related matters or in the development of their planning documents;
- Ability to draft ordinances and resolutions, which amend the City's policies and/or codes in minor ways;

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- Ability to prepare reports, including recommendations for the creation or amendment of policy and/or zoning;
- Ability to understand existing policy and to apply that policy to formulate recommendations on specific requests for less complex quasi-judicial land use reviews such as variances, conditional use permits, zone changes, lot line adjustments, tentative subdivisions, and minor land divisions;
- Ability to apply methods of planning to the development of solutions to problems, which involve the creation and/or implementation of policy;
- Ability to use computers and to learn a variety of computer software programs;
- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds; and
- Ability to work under limited supervision, set up meetings and meeting schedules, and prepare applications for grants.

## EXPERIENCE AND EDUCATION

Equivalent to a four year university education in urban planning, landscape architecture, or related field; and two years planning experience, or any satisfactory combination of experience and education which demonstrates the knowledge, skills and abilities to perform the essential duties and responsibilities of Associate Planner.

## DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS

Experience in current planning, other comprehensive planning, urban design issues, and GIS and graphic skills are desired.

## PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 30 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicle, etc. Reasonable accommodation will be made to otherwise qualified individuals with a disability.

## WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments. Attendance at various meetings may require evening work.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

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Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/94

Revised: 04/01

Revised: 05/01

Revised; 06/16